

Minutes of the Special Review Meeting
Milton Library, 121 Union Street
January 16, 2020, 3:00 PM

A meeting was held for the Special Review Committee to discuss an annexation petition from Milton Attainable Housing LLC for six parcels located near the southwest corner of Broadkill Road and Country Road.

Present at the committee meeting were: Richard Trask, Town of Milton Planning and Zoning Commission Chair, Mike Cote', Town of Milton Councilman, Emory West Jr., Town of Milton Councilman, Kristy Rogers, Town of Milton Town Manager.

First on the agenda was selection of Committee Chair and Secretary. A motion by Emory West for Mike Cote' for Chair and Richard Trask for Secretary was submitted. The motion passed with no dissenters.

Next discussion ensued about our responsibility to the Town of Milton Town Council concerning the annexation petition. Mike Cote' indicated that of the 120 days allocated for this effort by the Town of Milton Charter (Section 3. Annexation of Territory) nearly half of the days have elapsed and a cost/benefit analysis report is due to the Town of Milton Town Council by March 31st. This time issue identified the necessity for the committee to work quickly, identify relevant issues, and gather the necessary support from other sources for our final report.

Kristy Rogers highlighted Section 3 (f) – Annexation of Territory – of the Town of Milton Charter. The section identifies the requirements of the committee for consideration for annexation petitions.

- Positive and negative impacts on the capabilities of the town of Milton systems and services
- Impact on Milton taxpayers
- Other elements determined by the Mayor and Town Council

The requirements indicated by this section of the Town of Milton Charter will include a listing of the advantages and disadvantages (cost/benefit analysis) of the annexation petition. Before, or at the end of the 120 days period, the special review committee will report back to the Mayor and Town Council and deliver the Special Review Committee's conclusions, with the interest of the Town of Milton being the sole concern of the Special Review Committee. At which time, the Town Council will vote on the annexation petition based on the cost/benefit analysis generated by the Special Commission.

Discussion issues to consider:

- DELDOT position on location and specifications for the entrance into the community

- Advantages and disadvantages posed to the Town of Milton
- Possibility of accessing relevant outside sources for guidance including:
 - DELDOT
 - State of Delaware Planning Office
 - Fire and Police
 - Tidewater
 - Town of Milton Utilities Department
 - Refuse and Garbage Collection
 - School District
- Detailed, as much as possible, discussion with Milton Attainable Housing LLC
- Other relevant issues including:
 - Street Paving
 - Street Lighting
 - Landscaping Plans

The committee realizes that the specifications and engineering details of the project will be the purview of the Town of Milton Planning and Zoning Commission but trying to understand as much detail as possible up front will go a long way to developing our final report.

The final action of the committee was to set the date of January 23, 2020 at 3 PM in the Milton Library for our next meeting. Kristy Rogers was responsible for lining up presenters for the next meeting, who that will be will be defined by availability and access.

Emory West made a motion for adjournment that passed with no dissenters.

Richard F. Trask

Secretary